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REVIEWING YOUR WORK

If you would like to review the data that you have entered, you may choose to review it by using the "Modify" command, or, if you prefer, you may send the interview to the printer. You may also use the features of the REPORT Menu.

The INTERVIEW Menu

LIST INTERVIEWS ON FILE

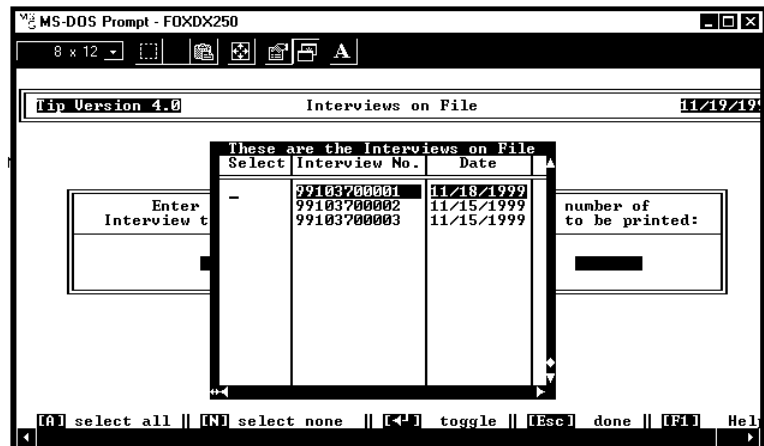
With this option you will be able to list all of the numbers of the interviews you have entered. Each Interview Number will be listed along with the Interview Date and information about whether or not the interview has been prepared for SEFSC or not. When you select this option, a menu will be displayed to allow you to select between sending the output to the screen or to the printer.



PRINT SELECTED INTERVIEWS

To print an interview, you must select the "Print Selected Interview" option of the Interview feature that appears on the Main Menu.

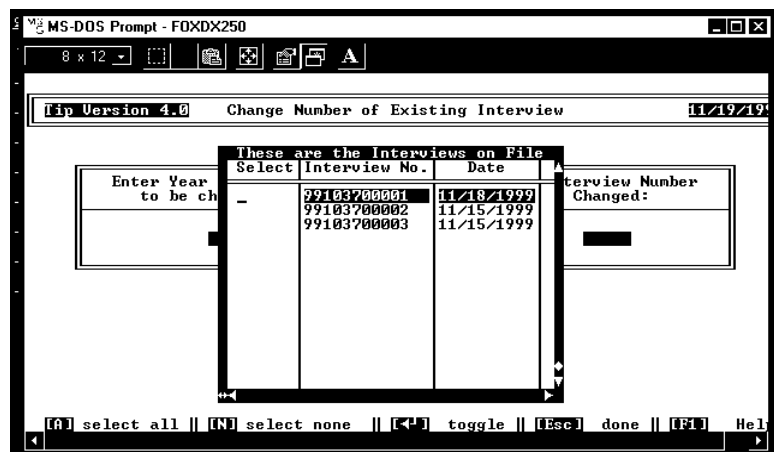
You will be prompted to enter the year and the number of the interview you wish to enter. Make sure that your printer is turned on and that it has enough paper to print the entire interview. The information will be printed in the format of the data entry program. If you want, you may press the function key [F5], to display a pick list of all interviews. This pick list will allow you to select which interviews you want to print, by selecting All (press [A]), or selecting only the ones you want. If you've decided you do not want to select any interviews after all, you may press the [N] for None, and all the interviews will be deselected. An interview is selected for printing when there is an "X" in the box on the left. All selected interviews will be printed together.



CHANGING THE NUMBER OF AN EXISTING INTERVIEW

Sometimes you may find it necessary to change the number of an interview that has already been entered. This may occur, for example, when the data entry sheets have been pre-numbered when a data batch was received but as you entered them you used the number generated by the computer, and not the preassigned number.

You may change the interview numbers by selecting the "Change Number of Existing Interview" option on the Interview feature of the Main Menu. You will be prompted to enter the old year and number of the interview and the new number for the interview. The program will check for duplicates before any changes are allowed to avoid creating interviews with duplicate numbers.



PRINTING THE RAW DATA FILES

By selecting the "Print Raw Data File" option on the Interview Menu, you will print all of the interviews that are stored on your disk. To make the list speedier, it is not formatted and may be difficult to read, but you may find it to be a useful reference. Please refer to Appendix I to get an idea of what each field means, and what it looks like.